



## Board Members

### Executive Committee

Mike Chastain, Chair, At large (6/22-2024)  
Vice Chair, Vacant (3/23-2025)  
Treasurer, Vacant (6/22-2024)  
Vacant, Secretary

Bill Ellis (6/22-2024)  
Stephen Hill, MSD  
Kristal Suggs, MSD  
Jon Clemmons, At Large (3/23-2025)  
Althea Simmons (3/23-2025)  
Steve Miller (10/23-2025)  
Sammy Aikens, At Large  
Trey Cash, At Large  
Jeremy Whitfield, MSD (9/23-2025)  
Cathy Reese, At Large (22-2024)

### Ex Officio

Rhonda Barwick, City Manager  
Gregg Hannibal, LCCSBC  
Vacant, Chamber  
Elizabeth Blount, City Planning Director  
Robbie Swinson IV, City Council  
Adam Short, County

New Members to fill vacancies: Kristal Suggs, Sammy Aikens, Althea Simmons, Bill Ellis, Steve Miller, Stephen Hill, Jon Clemmons, Trey Cash

## Vision Statement:

Downtown Kinston is revitalizing itself through broad-based economic development by utilizing its architectural and cultural assets so as to revitalize the historic commercial district while stimulating downtown business and community growth.

## Committee Chairs

### Organization

Vacant

### Events/Promotion

Vacant

### Design

Vacant

### Economic Vitality

Vacant

## Executive Committee Meeting

**No Officers**

## Board Meeting

**Thursday February 29, 5:30PM, Library**

## Mission Statement:

The mission of Downtown Kinston Revitalization is to spearhead historic commercial district revitalization using the Main Street approach that promotes economic development within the context of historic preservation.

**REVITALIZING THE HEART OF LENOIR COUNTY**

**February 2024**

AGENDA

Board of Directors Meeting

February 29, 5:30PM, Library

Please submit proposed agenda items to the Board Chair one week prior to the meeting for consideration at the upcoming meeting.

Committee Reports are also required and should include committee volunteer hours.

Financials, Committee Reports and any supporting documents must be submitted to the Executive Director no later than COB the Monday of the week of the meeting for inclusion in the agenda packet.

Call to order.....Chair Mike Chastain

Roll Call .....Secretary

Motion to Adopt the Agenda .....Chair Mike Chastain

If a Board member wishes to revise the agenda, the motion to add or delete an item will be entertained prior to Adoption of the Agenda.

Motion/Second

Guest Comments.....Chair Mike Chastain

(read the following statement before comments are received)

Guest Comments: Guests must sign in prior to the start of the meeting if they wish to address the Board. Guest should state their name and address prior to beginning their comments and may speak up to 3 minutes. Guests seeking assistance or asking questions will be contacted by a member of the Board or other appropriate DK staff. The Chair may limit this portion of the meeting to 15 minutes in order to conduct regular business of the Board.

MINUTES

Approval of January 2024 Board Meeting Minutes

Motion/Second

Chair Announcements & Discussion Items

- 1. General Announcements .....Chair Mike Chastain
a. Board and Staff Media and Behavior Guidelines (part of getting our house in order)
b. Need for Budget review and development
c. Shirley Herring Memorial Garden date change for dedication of 11:00AM, April 23, North and Mitchell Streets. DK Board needs to be present.
2. Discuss the need to build out damaged office to make building more appealing to prospective buyers. Southland flooring has been contacted to measure and quote flooring again.

ACTION AGENDA (include brief explanations)

- 1. Board officers needed: New members should have read the responsibilities outlined in the Bylaws received on January 25th.
a. Question: Does the Board feel an Executive Board is needed at this time?
2. Consider Rehire of Curt and Mary Rose for watering flowers
The current vendor is charging \$62/hr and using his own equipment. Consider rehiring Curt and Mary Rose at \$15hr, seek to obtain cart from Quality Equipment with their sign on it as well as DK's in exchange for social media attention and the high visibility it would have on the street 2-3 days/week. This requires a 125-gallon tank (\$320.59 delivered), plus pump, hose, and nozzle. Work out details of maintenance with Quality.
a. Rehire Curt and Mary Rose for watering duty
Motion/Second
b. Pursue Quality Equipment for new Gator before reapproaching Mills for old
Motion/Second
c. Purchase water tank, pump, hose, nozzle

Motion/Second

- 3. Consider DEPS quote to replace 2 damaged security cameras and add a 3<sup>rd</sup>.

Motion/Second

**COMMITTEE REPORTS & Volunteer Hours**

**Please be brief in the interest of time**

Executive Committee .....Chair

Organizational Committee.....Vice Chair (Vacant)

Financial Report.....Treasurer (Vacant)

Secretary Report.....Secretary (Vacant)

Executive Director .....Leon Steele

Design .....Vacant

Promotions/Events.....Vacant (Leon)

Economic Vitality .....Vacant

Director

- 1. NC Main Street State Conference Goldsboro, March 12-14, Leon, Cathy, Mike, Elizabeth and Brittany.
- 2. March Board Meeting and or Training and Strategic Planning for 2024-25
  - a. State staff is unavailable for weekend trainings. Trainings must take place during weekday work hours, 9AM to 4PM. We have had training in lieu of a Board meeting.
  - b. Leon’s current workplan, in the pipeline, and moving forward; need for continuity of progress
- 3. Kinston 101
  - a. How we operate
  - b. What is Main Street?

**New Business**

March: Board Training and Strategic Planning. Will need dates after Main Street Conference to coordinate schedules.

## Minutes DK Board Meeting January 24, 2025

Present: Mike Chastain, Cathy Reese, Althea Simmons, Bill Ellis, Jon Clemmons, Stephen Hill

Ex Officio present: City Manager Rhonda Barwick , LCCSMC Greg Hannibal, Adam Short

Absent Ex Officio: Robbie Swinson (unexcused), Elizabeth Blount (excused),

Excused absences: Steve Miller, Sammy Aiken, Jeremy Whitfield, Kristal Suggs, Trey Cash

Unexcused absences: none

Location: Brody Room, Library

Guests: 9 and 1 addressed the Board

Mayor Don Hardy addressed the Board, welcoming the new Board members, offered words of support and working together for the good of the community and continuing the good work of the organization.

Chair Mike Chastain called the meeting to order at 5:33 PM.

Chastain requested amending the agenda to include language clarification and updated dates for both façade grants, becoming Action Item 4. Motion by Greg Hannibal, Second Althea Simmons

Chastain requested tabling approval of past minutes until February with the exception of January 4 and 17 2024 Special Meetings in order to further research the minute.

Rhonda noted City Attorney said new members uncomfortable voting on the minutes of meetings they did not attend had the option to vote or not, but the minutes could be voted on by the other voting members who were.

Motion to approve January minutes Bill Ellis, second Stephen Hill

Chastain welcomed new members and invited them to consider officer positions to be determined at the February meeting. Leon provide Board members with an orientation packet containing and overview of the organization, current Bylaws, and a Board meeting schedule, encouraging them to become familiar with it.

**Action Agenda 1.** Discussion ensued that ultimately led to reducing the Board membership to 5 min and 11 max rather than the suggested 5 to 7. Leon was instructed to note the change in the Resolution provided by the City Attorney.

Motion Jon Clemmons Second Stephen Hill, roll call vote was unanimous: Jon, Cathy, Althea, Bill, Stephen. Mike

Leon to email updated copy of Bylaws with this change.

**Action Item 2:** Board quotes for KEC water damage repair. It was determine to go with low bids; David Tyndall (sheetrock and paint), Southland Flooring for flooring.

Motion Bill Ellis, Second Stephen Hill

Roll call vote was unanimous, yes

**Action Item 4:** Leon presented copies of both façade grants asking for approval to clarify certain items and language, and to keep both grants consistent with such language that was pertinent to each grant application and adjusting the dates. Dates Application dates Feb 1<sup>st</sup> thru March 31 2024, Announcement of recipients for BIG grant April 26, 2024 with completion of work April 25<sup>th</sup> 2025.

Motion Stephen, Second Bill

Roll call vote was unanimous, yes

Discussion moved to include grant payment questions for the South Queen Street grant and contractor and KEC liabilities/risks.

Motion was called by Stephen to amend language as proposed for consistency in both grants and include contractor concerns: *business or property contracts reputable contractor to perform the work, must provide references, usual contractor payment schedule of draws with inspection of compliance with proposed scope of work by Exec Director, payment made to property or business owner to pay contractor removing DK from workmanship liability.*

Motion Cathy, Second Althea

Chastain called for motion to go into closed session to discuss sale of real property.

Motion Greg Second Cathy

New Business for consideration moving forward: Bill Ellis added a 5<sup>th</sup> item for proposed Feb meeting noted in the January agenda

Downtown Kinston Revitalization

327 N Queen St  
Kinston NC 28501

*Please sign & turn in*



**Board and Staff Media and Behavior Guidelines**

Board members and staff of Downtown Kinston Revitalization (DKR) represent not only the DKR non-profit organization but also by association the City of Kinston and County due to our quasi-public-private relationship and because we are recipients of MSD property taxes and other support from the City and County. We are citizens and ambassadors empowered to revitalize the downtown historic commercial district that in turn impacts all citizens of Kinston and Lenoir County. As such, we must remain cognizant of our roles and behavior as representatives of DKR within the community with regard to our media and social activities to behave in a manner that supports and enhances the reputation and work of our organization and the City, as well as, but not limited specifically to the following:

- Be a positive ambassador for the organization at all times
- Positively and supportively represent our organization to our organizational partners, vendors, supporters and community
- Exercise professional behavior as a member in ways that do not cause harm to the organization or community/community members or organizations
- Do not disclose discretionary information we may have access to with anyone other than our BOD
- Do not discuss publicly any decision or action the BOD is taking or has made pursuant to any issue in private discussion or investigation until such time the BOD has resolved the issue and made it known as a matter of public record
- Do not share information related to unlawful activities
- Do not use any form of media to violate or infringe upon the right of any other person or entity or constitute a criminal offense or create civil liability or cast dispersions on the organization that may be detrimental in any way to the organization or individuals either directly or indirectly associated with Downtown Kinston Revitalization
- Support the majority decisions of the BOD as a professional member of the organization
- Agree to not speak publicly as an individual on behalf of DKR or the City of Kinston to the media or otherwise. Only the Director, Chair, or City Manager may speak on behalf of the organization
- Be courteous, considerate and supportive at all times where fellow business, property owners and community leaders are concerned
- By exhibiting professional conduct on all media platforms so as to not incite, engage in or appear supportive of posts that may be negative toward DKR or the City
- Seek correct information before expressing opinions or commenting on DKR matters

Inappropriate personal use of media platforms may be grounds for disciplinary action, up to and including termination as a Board member.

Sharing information and values on social media is a necessary part of being a citizen. These beliefs may be different from co-workers or in conflict with DK and City decisions. Balancing the roles of a citizen means expressing those beliefs and values while treating others with respect, fairness, and courtesy, and should assume that every person who sees those statements is a member of the public we serve. Language and sentiments that are threatening, harassing, derogatory or discriminatory based on age, race, gender, ability, religion, politics, etc., or any protected status is not acceptable and will lead to disciplinary action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



February 19, 2024

#### RE FLOWER MAINTENANCE

Since November 2024 DK has paid \$1,364 to J&R Pressure Washing to water the flower pots and baskets downtown. His rate is \$62/hr for 2 hours using his equipment twice weekly.

For many years, Curt Rose held this job at \$10/hr for 2 hours using a Gator cart from Mills Int'l. DK paid to maintain the cart. It was stored during the season at the Parks and Recreation facility on McLewan. The repair costs due to its age began to be costly, and Curt Rose developed some vision issues that necessitated him to retire from doing it.

However, his wife is willing to drive the cart while he waters if the Board decides it is in our economic best interests.

At one point in 2023 when we were having major repair costs for the Mills' cart, Quality approached us offering the use of one of their John Deere carts in exchange for publicity, as we were told.

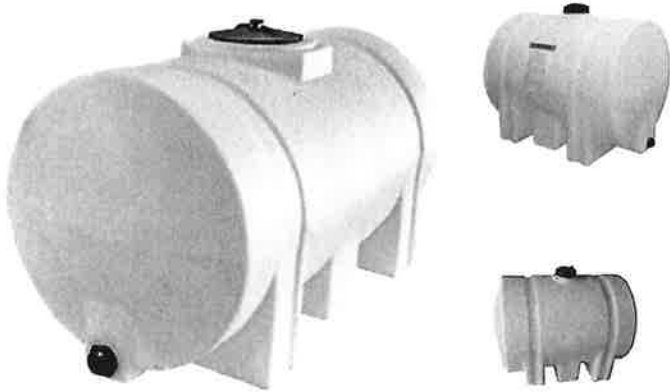
This option was not pursued at the time.

Considering the increasing and recurring costs associated with planting and maintaining flowers twice annually (exceeds \$11,000) I ask that the Board explore other options for reducing the costs and propose revisiting Quality's offer, rehiring Curt Rose with his wife Mary as driver at a significantly reduced rate that is only slightly higher than his previous rate, and that the design committee be encouraged to procure sponsorships to offset a certain percentage of if not all of the cost of this recurring and increasing budget item expense.

Leon Steele, Director

### Romotech Poly Storage Tank - Legged Tank, 125-Gallon Capacity, Model 2394

(1)



View all photos

- Thick walled, heavy-duty design
- Molded-in graduation marks (in gallons & liters)
- Translucent material for easy visibility of fluids
- Molded-in channels for saddle straps

#### Product details

RomoTech 125 Gallon Plastic Storage Tank 82123949 - Round with Leg Supports All-purpose Bulk Storage Tanks are designed for convenient dispensing of Chemicals. Plastic Tanks are used for storing water and most agricultural and industrial chemicals. Storage tank is constructed of all-virgin, medium-density polyethylene with ultraviolet (UV) inhibiting stabilizers for long-term outdoor storage. Tank material is also FDA approved for the storage of potable water. Plastic Tank can be used to contain liquids (excluding flammable liquids / hydrocarbons) with a specific gravity of up to 1.7. Recommended maximum constant operating temperature is 140 F (molded polyethylene itself is rated for 140 F). Low profile design offers an increased safety factor and tank walls are translucent for visible content level. Each tank includes one 5" fill, one " drain and gallon/liter graduation marks. Note: If a Liquid is ruled to only be stored in a Glass Container, then this Tank should never be used to store that Liquid. Any Liquid approved to be stored in a Plastic Container would be suitable to the stored in this Tank. Less

#### Reviews

# 5.0

5 star



1 review

#### Buying options

About these results

LOW PRICE

**\$299.99**

+\$43.44 est. tax

\$320.59 delivery

60-day returns

Northern Tool

Top Quality Store - 4.3/5 (650)

PayPal accepted

Visit site

**\$387.71**

+\$0.00 est. tax

\$282.31 delivery by Wed, Mar 6

30-day returns

RCPW

4.8/5 (89 store reviews)

Visit site

LOW PRICE

**\$299.99**

+\$35.84 est. tax

\$212.00 delivery

30-day returns

eBay

Google Pay accepted

Visit site

Buy now

Compare prices from 10+ stores

#### Typical prices across the web

\$299.99 at Northern Tool



Report a listing



**Leon Steele**

---

**From:** J&R Pressure Washing <messenger@messaging.squareup.com>  
**Sent:** Monday, January 22, 2024 9:04 AM  
**To:** leonsteele17@suddenlinkmail.com  
**Subject:** Your invoice was updated (#000569)



**J&R Pressure Washing**

Invoice Updated

**\$1,364.00**

Overdue since January 3, 2024

**Pay Invoice**

**Invoice #000569**

January 22, 2024

**Customer**

Leon Steele  
Downtown Kinston Revitalization.  
Leonsteele17@suddenlinkmail.com  
252-550-0764  
327 North Queen Street  
KINSTON, NC 28501

[Download Invoice PDF](#)

**Message**

We appreciate your business. All balances due after the due date are subject to a \$50 late fee

*Leo  
1/22/24*

*Previous statement  
was \$996 and charge*

*sent  
1.22.24*

**Invoice summary**

**Plant Watering** **\$124.00**

(62.00 ea.) x 2  
Week of Dec 11, 12

**Plant Watering** **\$124.00**

(62.00 ea.) x 2  
Week of Dec 18, 19

**Plant Watering** **\$124.00**

(62.00 ea.) x 2  
Week of Dec 25, 27th

**Plant Watering** **\$124.00**

(62.00 ea.) x 2  
Week of Dec 4

**Plant Watering** **\$124.00**

(62.00 ea.) x 2  
Week of Dec 11

**Plant Watering** **\$124.00**

(62.00 ea.) x 2  
Week of Dec 18th

**Plant Watering** **\$124.00**

(62.00 ea.) x 2  
Week of Dec 25th

**Plant Watering** **\$124.00**

\$62.00 ea. x 2  
Week of Jan 1, 24

**Plant Watering** **\$124.00**  
\$62.00 ea. x 2  
Week of Jan 8th 2024

**Plant Watering** **\$124.00**  
\$62.00 ea. x 2  
Week of January 15th 2024

**Plant Watering** **\$124.00**  
\$62.00 ea. x 2  
Week of January 22nd 2024

Subtotal \$1,364.00

**Total Due \$1,364.00**

**J&R Pressure Washing**  
1951 INSTITUTE RD  
LA GRANGE, NC 28551-6718 United States  
jordanbarrow4@gmail.com  
252-286-6630

Please contact J&R Pressure Washing about its privacy practices.





February 19, 2024

**KEC SECURITY CAMERAS**

An recent incident in our KEC parking lot that fortunately did not lead to any injury or fatality prompted more urgent requests of DEPS to check our cameras. 2 were not working. Our cameras are 20 years old.

To replace the 2 and add a third is \$2,090.32. To replace only the 2 is \$817.60.

I am asking for approval to move forward with the contract for either 2 or 3 cameras.

A handwritten signature in black ink, appearing to read "Leon Steele".

Leon Steele, Director



Proposal: 7164-1-0

## Replace two Damaged Analog Cameras

**Prepared for:**  
Dee Smith

**Kinston Enterprise Center**  
327 N Queen St, NA  
Kinston, NC 28501

**P** (252) 814-8779  
**E**  
**C**

**Prepared by:**  
Adam Turner  
**C** 2524141342  
**E** adamt@depsnet.com

Proposal Issued:  
**2/14/2024**

Proposal Valid To:  
**2/24/2024**

## PROJECT DESCRIPTION & INVESTMENT

### Client Information

**Name:** Kinston Enterprise Center

**Site:** Kinston Enterprise Center

327 N Queen St, NA

Kinston, NC 28501

**Billing:**

**Contact**

Dee Smith

**P:** (252) 814-8779

**C:**

**E:**

### Statement of Work

#### Background:

Customer requested an estimate to replace two damaged outdoor analog cameras and the option to add one more camera to look at back parking lot.

#### Scope of Work:

DEPS to install:

- Two analog varifocal cameras to replace damaged outdoor cameras.
- As an option, add a 3rd analog camera to look at the back parking lot. This will required installing new cable from the DVR to the camera location and an additional power supply since the existing one is full.
- Test and inspect work completed.

NOTE: Quote is based on the existing wire is functional to the damaged cameras.

**Only the items listed on list of materials of this proposal are provided by DEPS**

#### Execution and Delivery:

DEPS will work with the customer to finalize the project timeline once the project has been awarded. All work is to be done during regular business hours, Monday thru Friday 8am to 5pm EST and excludes weekends and holidays. Due to fluctuating prices this quote is good for 10 days from the date of the quote.

#### Qualifications and Assumptions:

- Any additional work requested by the customer which is not specifically outlined in this scope of work will be completed under a change order, separate contract, or service ticket.
- IP Addresses to be furnished by the customer for any network connected equipment
- Permit requirements are not anticipated for the scope of work included in this proposal
- DEPS assumes there will be enough spaces for technician parking in the lot associated with the building of installation.
- This proposal is based upon and includes standard shipping.
- Project includes 1 Year Warranty on all Parts and Labor except for physical abuse and acts of nature.

#### Project Performance Requirements:

Standard safety procedures will be adhered to on this project. DEPS is unaware of any special safety considerations outlined for this project

## PROJECT DESCRIPTION & INVESTMENT

### Project Acceptance

**Proposal Acceptance:**

I have read the **General Terms and Conditions** of the sale, understand them fully, and agree to abide by them. I have also read and understand the payment terms as set forth in the **Customers Responsibilities** section of the agreement as well as the **Schedule of Equipment** as listed.

I hereby certify that I am authorized by my company to sign this agreement. Down East Protection Systems is hereby authorized to perform the work as specified.

**Accepted By: Down East Protection Systems**

**Accepted By: Kinston Enterprise Center**

**Name: Adam Turner**

**Name: Dee Smith**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: Security Rep

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## PROJECT INVESTMENT SUMMARY

### System Investment

Down East Protection Systems will provide the proposed system as described in this proposal for the sum of: **\$2,231.42**

The price above includes: material, equipment and labor as described within this proposal.

### Payment Terms:

Provide a mobilization fee in the amount of 50% of the installation fee upon formal approval to proceed with the project.

Final balance due upon completion.



## Project Investment

### Camera Replacement Estimate \$817.60

QTY	Description
2	Outdoor Low Light Varifocal Turret
2	Medium Conduit Based Bracket
1	Misc Connectors

**Labor:**

QTY	Description
2	Installation

### Add 1 Camera Estimate \$1,272.72

QTY	Description
1	Outdoor Low Light Varifocal Turret
1	Medium Conduit Based Bracket
200	RG59 Coax with 18/2 Power Rider CMR
1	Misc Connectors
1	Power Supply with Enclosure and Plug

**Labor:**

QTY	Description
4	Installation

<b>Total Purchase Price, Excluding Taxes</b>	<b>\$2,090.32</b>
<b>Estimated Applicable Taxes</b>	<b>\$141.10</b>
<b>Total Purchase Price, Including Taxes</b>	<b>\$2,231.42</b>
<b>Deposit Due in Advance</b>	<b>\$1,115.71</b>
<b>Balance Due Upon Completion</b>	<b>\$1,115.71</b>

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**Site:** Kinston Enterprise Center  
327 N Queen St, NA  
Kinston, NC 28501

**Billing:**

**Contact**

Dee Smith  
**P:** (252) 814-8779  
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10:13 AM  
 02/09/24  
 Cash Basis

**Downtown Kinston Revitalization**  
**Profit & Loss**  
 January 2024

	Jan 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
40000 · KEC Rents	7,110.00
40100 · City Grant	21,500.00
40200 · Temporary Resticted Income	
40215 · MSD Tax	4,516.20
<b>Total 40200 · Temporary Resticted Income</b>	4,516.20
<b>Total Income</b>	33,126.20
<b>Gross Profit</b>	33,126.20
<b>Expense</b>	
60000 · KEC Incubator	317.00
60100 · Sales Tax	0.00
60940 · Banking Fees	126.44
62100 · Contract Services	
62150 · Outside Contract Services	1,364.00
<b>Total 62100 · Contract Services</b>	1,364.00
62800 · Facilities and Equipment	
62890 · Rent, Parking, Utilities	1,977.93
62895 · Building Maintenance	548.00
62896 · Eleavator Maintenance	400.00
62900 · Building Supplies	335.54
<b>Total 62800 · Facilities and Equipment</b>	3,261.47
65000 · Operations	
65030 · Printing and Copying	1,314.33
65040 · Supplies	24.15
65050 · Telephone, Telecommunications	1,896.53
<b>Total 65000 · Operations</b>	3,235.01
65100 · Other Types of Expenses	
65120 · Insurance - Liability, D and O	
65125 · Board of Dir. Insurance	0.00
65130 · Property/Liability Ins	1,187.00
<b>Total 65120 · Insurance - Liability, D and O</b>	1,187.00
<b>Total 65100 · Other Types of Expenses</b>	1,187.00
65400 · City of Kinston Loan	0.00
66000 · Payroll Expenses	
66100 · Wages	1,920.00
66120 · Payroll Taxes	146.88
<b>Total 66000 · Payroll Expenses</b>	2,066.88
68300 · Travel and Meetings	
68310 · Conference, Convention, Meeting	117.12
<b>Total 68300 · Travel and Meetings</b>	117.12
70000 · Temporary Restrcticed Expense	
70099 · Christmas Misc	41.97
70100 · Christmas Parade	188.36
<b>Total 70000 · Temporary Restrcticed Expense</b>	230.33
<b>Total Expense</b>	11,905.25
<b>Net Ordinary Income</b>	21,220.95
<b>Net Income</b>	21,220.95

**Downtown Kinston Revitalization  
 Profit & Loss  
 July 2023 through January 2024**

	<u>Jul '23 - Jan 24</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
40000 · KEC Rents	46,183.00
40001 · Fundraising & Donations	465.00
40100 · City Grant	64,500.00
40200 · Temporary Restricted Income	
40215 · MSD Tax	10,368.10
<b>Total 40200 · Temporary Restricted Income</b>	<u>10,368.10</u>
<b>40300 · Restricted Income</b>	
40305 · Christmas Parade	4,920.00
40310 · Christmas	350.00
40355 · Shirley Herring Project	1,408.90
40380 · Tinsel Trail	300.00
<b>Total 40300 · Restricted Income</b>	<u>6,978.90</u>
<b>45000 · Investments</b>	
45030 · Interest	5.28
<b>Total 45000 · Investments</b>	<u>5.28</u>
<b>46400 · Other Types of Income</b>	
46430 · Miscellaneous Revenue	310.00
<b>Total 46400 · Other Types of Income</b>	<u>310.00</u>
<b>Total Income</b>	<u>128,810.28</u>
<b>Gross Profit</b>	128,810.28
<b>Expense</b>	
60000 · KEC Incubator	21,260.45
60100 · Sales Tax	41.39
60200 · City/County Property Tax	16,163.48
60900 · Business Expenses	
60910 · Advertising & Billboards	1,384.54
60920 · Business Registration Fees	550.00
60930 · Magic Mile Media	6,400.00
<b>Total 60900 · Business Expenses</b>	<u>8,334.54</u>
<b>60940 · Banking Fees</b>	
60950 · Square Banking Fees	79.60
60940 · Banking Fees - Other	817.03
<b>Total 60940 · Banking Fees</b>	<u>896.63</u>
<b>62100 · Contract Services</b>	
62110 · Accounting Fees	4,025.00
62150 · Outside Contract Services	2,516.35
<b>Total 62100 · Contract Services</b>	<u>6,541.35</u>
<b>62800 · Facilities and Equipment</b>	
62890 · Rent, Parking, Utilities	14,883.74
62895 · Building Maintenance	940.00
62896 · Elevator Maintenance	400.00
62900 · Building Supplies	335.54
<b>Total 62800 · Facilities and Equipment</b>	<u>16,559.28</u>

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 Cash Basis

**Downtown Kinston Revitalization  
 Profit & Loss Budget Performance  
 January 2024**

	<u>Jan 24</u>	<u>Budget</u>	<u>Jul '23 - Jan 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
40000 · KEC Rents	7,110.00	4,958.33	46,183.00	34,708.35	59,500.00
40001 · Fundraising & Donations	0.00	6,429.87	465.00	45,009.09	77,158.44
40100 · City Grant	21,500.00	0.00	64,500.00	22,847.50	45,695.00
40200 · Temporary Resticted Income	4,516.20	14,574.99	10,368.10	43,724.97	58,299.96
40300 · Restricted Income	0.00	83.33	6,978.90	3,083.35	4,300.00
40600 · Miscellaneous	0.00	0.00	0.00	0.00	0.00
40700 · interest income	0.00		0.00	0.00	0.00
43400 · Direct Public Support	0.00	16.67	0.00	116.69	200.04
45000 · Investments	0.00	8.33	5.28	58.31	99.96
46400 · Other Types of Income	0.00	0.00	310.00	0.00	0.00
<b>Total Income</b>	<u>33,126.20</u>	<u>26,071.52</u>	<u>128,810.28</u>	<u>149,548.26</u>	<u>245,253.40</u>
<b>Gross Profit</b>	33,126.20	26,071.52	128,810.28	149,548.26	245,253.40
<b>Expense</b>					
60000 · KEC Incubator	317.00	0.00	21,260.45	0.00	0.00
60100 · Sales Tax	0.00	0.00	41.39	0.00	0.00
60200 · City/County Property Tax	0.00	0.00	16,163.48	16,850.04	16,850.04
60300 · Building Maintenance - Caswell	0.00	0.00	0.00	0.00	0.00
60400 · Other Property Maintenance	0.00	308.33	0.00	2,158.31	3,699.96
60900 · Business Expenses	0.00	2,500.00	8,334.54	17,500.00	30,067.22
60940 · Banking Fees	126.44	100.00	896.63	700.00	1,200.00
62100 · Contract Services	1,364.00	1,383.33	6,541.35	9,683.31	16,599.96
62800 · Facilities and Equipment	3,261.47	4,085.41	16,559.28	28,641.61	49,068.66
62990 · Waste Industries	0.00		0.00	0.00	0.00
65000 · Operations	3,235.01	1,208.34	20,908.34	8,458.38	14,500.08
65100 · Other Types of Expenses	1,187.00	720.83	9,103.80	5,045.81	8,649.96
65300 · Garden Club Expenses	0.00	750.00	0.00	5,250.00	9,000.00
65400 · City of Kinston Loan	0.00	0.00	10,000.00	10,000.00	10,000.00
65700 · Flower Pot Program	0.00	0.00	0.00	0.00	0.00
66000 · Payroll Expenses	2,066.88	2,489.12	16,301.00	17,423.88	29,869.48
67000 · Staff Development	0.00	161.66	142.82	1,131.62	1,939.92
68300 · Travel and Meetings	117.12	62.50	597.05	437.50	750.00
70000 · Temporary Restrctited Expense	230.33	20,411.21	19,751.53	145,378.39	247,434.44
70055 · Shirley Herring Memorial Garden	0.00	0.00	3,924.58	0.00	0.00
70056 · Harvey Beach Memorial	0.00		1,000.00		
79000 · Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<u>11,905.25</u>	<u>34,180.73</u>	<u>151,526.24</u>	<u>268,658.85</u>	<u>439,629.72</u>
<b>Net Ordinary Income</b>	21,220.95	-8,109.21	-22,715.96	-119,110.59	-194,376.32
<b>Other Income/Expense</b>					
<b>Other Income</b>					
90000 · Sale of Real Property	0.00	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	0.00	0.00	0.00	0.00	0.00

Downtown Kinston Revitalization  
Profit & Loss  
July 2023 through January 2024

	<u>Jul '23 - Jan 24</u>
65000 · Operations	
65020 · Postage, Mailing Service	84.94
65030 · Printing and Copying	7,117.15
65040 · Supplies	2,521.40
65050 · Telephone, Telecommunications	10,631.29
65060 · Webpage Management	553.56
<b>Total 65000 · Operations</b>	<u>20,908.34</u>
65100 · Other Types of Expenses	
65120 · Insurance - Liability, D and O	
65125 · Board of Dir. Insurance	799.80
65130 · Property/Liability Ins	8,304.00
<b>Total 65120 · Insurance - Liability, D and O</b>	<u>9,103.80</u>
<b>Total 65100 · Other Types of Expenses</b>	9,103.80
65400 · City of Kinston Loan	10,000.00
66000 · Payroll Expenses	
66100 · Wages	15,054.75
66120 · Payroll Taxes	1,246.25
<b>Total 66000 · Payroll Expenses</b>	<u>16,301.00</u>
67000 · Staff Development	
67100 · Professional Dues	142.82
<b>Total 67000 · Staff Development</b>	<u>142.82</u>
68300 · Travel and Meetings	
68310 · Conference, Convention, Meeting	597.05
<b>Total 68300 · Travel and Meetings</b>	<u>597.05</u>
70000 · Temporary Restrctied Expense	
70071 · Brad Elmore Festival Expenses	1,000.00
70073 · Maplewood Cemetery Expenses	100.00
70099 · Christmas Misc	3,811.13
70100 · Christmas Parade	8,065.40
70120 · MSD Tax	
70121 · Facade Grant	6,400.00
70120 · MSD Tax - Other	375.00
<b>Total 70120 · MSD Tax</b>	<u>6,775.00</u>
<b>Total 70000 · Temporary Restrctied Expense</b>	19,751.53
70055 · Shirley Herring Memorial Garden	3,924.58
70056 · Harvey Beach Memorial	1,000.00
<b>Total Expense</b>	<u>151,526.24</u>
<b>Net Ordinary Income</b>	<u>-22,715.96</u>
<b>Net Income</b>	<u><u>-22,715.96</u></u>

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Cash Basis

## Downtown Kinston Revitalization Profit & Loss Budget Performance January 2024

	<u>Jan 24</u>	<u>Budget</u>	<u>Jul '23 - Jan 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Other Expense</b>					
<b>80000 · Ask My Accountant</b>	0.00	0.00	0.00	0.00	0.00
<b>Total Other Expense</b>	0.00	0.00	0.00	0.00	0.00
<b>Net Other Income</b>	0.00	0.00	0.00	0.00	0.00
<b>Net Income</b>	<u>21,220.95</u>	<u>-8,109.21</u>	<u>-22,715.96</u>	<u>-119,110.59</u>	<u>-194,376.32</u>

**Downtown Kinston Revitalization**  
**Balance Sheet**  
 As of January 31, 2024

	Jan 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10200 · First Citizens	102,372.88
10300 · First Citizens-Fundraising	81,587.57
10400 · First Citizens Savings	10,474.63
10500 · Union Bank	257.84
10550 · Union Bank - Christmas	25,378.38
<b>Total Checking/Savings</b>	<b>220,071.30</b>
<b>Other Current Assets</b>	
10600 · Wells Fargo- Ritch EDMT	156,257.69
<b>Total Other Current Assets</b>	<b>156,257.69</b>
<b>Total Current Assets</b>	<b>376,328.99</b>
<b>Fixed Assets</b>	
<b>15000 · Furniture and Equipment</b>	
15100 · Fire Truck	3,000.00
15105 · Office Equipment	44,995.45
15115 · Furniture & Fixtures	4,076.80
<b>Total 15000 · Furniture and Equipment</b>	<b>52,072.25</b>
15500 · Land Improv C&F Park Lot	23,441.21
15600 · Accumulated Depreciation	-946,450.22
<b>Total Fixed Assets</b>	<b>-870,936.76</b>
<b>Other Assets</b>	
13000 · 327 N Queen (KEC)	1,876,943.23
<b>13100 · Other Assets</b>	
13110 · 304 McLewean (KEC) P	96,500.00
13115 · 318 Wall Street	11,603.80
13120 · 400-406 So. Queen St.	97,639.55
13125 · 408 South Queen Street	10,769.84
13130 · 412 South Queen Street	4,612.16
13135 · 414 South Queen Street	9,677.61
13140 · 416 South Queen Street	14,520.17
13145 · 418 South Queen Street	6,539.48
13150 · 420-422 South Queen St	15,831.95
<b>Total 13100 · Other Assets</b>	<b>267,694.56</b>
13155 · W. Blount Street	26,836.20
13200 · So. Queen Improvements	112,709.44
18700 · Security Deposits Asset	3,871.00
<b>Total Other Assets</b>	<b>2,288,054.43</b>
<b>TOTAL ASSETS</b>	<b>1,793,446.66</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
20001 · First Citizens Visa	90.00
<b>Total Credit Cards</b>	<b>90.00</b>
<b>Other Current Liabilities</b>	
20300 · Accrued state withholding	677.00
<b>Total Other Current Liabilities</b>	<b>677.00</b>
<b>Total Current Liabilities</b>	<b>767.00</b>



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Cash Basis

**Downtown Kinston Revitalization**  
**Balance Sheet**  
As of January 31, 2024

	<u>Jan 31, 24</u>
<b>Long Term Liabilities</b>	
<b>27200 · Other Liabilities</b>	
27205 · N/P City of Kinston 2	112,295.04
<b>Total 27200 · Other Liabilities</b>	<u>112,295.04</u>
<b>Total Long Term Liabilities</b>	<u>112,295.04</u>
<b>Total Liabilities</b>	113,062.04
<b>Equity</b>	
<b>32000 · Retained Earnings</b>	1,703,100.58
<b>Net Income</b>	<u>-22,715.96</u>
<b>Total Equity</b>	<u>1,680,384.62</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,793,446.66</u></u>

## February 2024 Executive Director's Report

- Jess Edwards (Kinston Realty Group) received the signed document to reduce the price of the Kinston Enterprise Center.
- With the Board's January approval of Southland Flooring and David Tyndall's quotes for KEC repairs, they were contacted. Work is 99% complete.
- With the Board's approval, the Bylaws were amended to reflect the new member numbers of min 5, max 11
- The Façade grant applications were updated to reflect the language approved by the Board
- Increasing the façade grant amounts opportunities has garnered more interest than in recent years. We need to find a way to maintain such incentives annually.
- DK hosts an annual July 4 concert in Pearson Park (with the exception of 2023).
  - o North Tower was contracted for their 4<sup>th</sup> DK concert in 6 years
  - o Sponsorships were procured in 1.5 hours to cover the band with an additional \$1300 surplus. Additional funds will be required, aprx \$2400.
  - o Concert was publicly announced Feb 20.
- Met with Danny Webb a few times about the H Stadiem project and façade grants
- Spoke with a new investor who is interested in the façade grants
- Delivered an application to Tops Bottoms and Soles and offered assistance with it
- Met with Anthony Clark RE his application.
- Delivered and assisted Ms Harper with her grant applications
- Have made requests for the busted pot at Herritage and Gordon be replace with the one by the Dragon Playground
- Have made follow-up communications RE the electric meter at SHMGarden.
- Followed up to determine the backflow for the SHMGarden irrigation system passed.
- Mike Chastain and Cathy Reese were awarded complimentary registrations for the State Main Street Conference (March, Goldsboro) and we will also be joined by Elizabeth Blount again from the City Planning Department and one of her staff. After 40 years in the program, with little engagement for many years prior to 2018, it is good to finally have Board members and others attending.
- DEPS looked at KEC 20-year-old security cameras. 2 recently died (one was full of water). They have submitted quotes for replacements
- An incident on the KEC parking lot necessitated KPD patrols and 3 of the 4 youth were taken into custody. They were checking for unlocked cars. One dropped a pistol that one of our tenants drove over. She did not report it to KPD or KEC until Monday. 2 lamps were out in the parking lot. PECO is sometimes slow to respond and expensive. Under these circumstances, the City electrical crew swapped them out on Wed and checked to make sure the street lights were also working.
- I shot and posted a video walk-thru of the H Stadiem project with Danny Webb
- I Hope do another walkthrough with the Christopher's Cafe property
- I am midway thru a series of posts about what is downtown.
- Was visited by the Clinton City Planner/downtown Director
- In process is the scheduling of site visit and Board training by State MS Staff in March
- Attended bi-weekly Department Head and City Council meetings
- Met with City Manager several times
- Discussed the needs for trash cans on Herritage and side streets with Steve Lovick and City Manager. DK needs to budget \$900 each for at least 4-6. Side streets need cans, too.
- Laddie Crisp has agreed to be the 2024 Santa
- Jerry Coyle has agreed to sing 5 songs at the November lighting ceremony for our usual honorarium of \$300 for 2 songs
- Layton Edmonson wants to spearhead constructing an actual Santa float. I need to follow-up.
- We are waiting on a response from Ms America Teen to be our Parade Grand Marshal
- Chair Mike Chastain had a tour of KEC

## **WorkPlan 2024-2025- - MORE FOCUS ON DOWNTOWN REVITALIZATION**

We are required to have 4 core committees as noted below. Committees should be populated with a minimum of 5 qualified individuals.

A set, monthly meeting schedule works best.

Committees can have subcommittees for specific projects. For instance, Christmas has subcommittees for the lighting ceremony, tinsel trail, and parade due to the many gears and the various interests and skillsets.

### **Design (appearance)**

Façade Grants

Flowers

Determine how to offset the expenses

Water wagon

Adopt a Pot

Downtown Cleanup Days: Seasonal?

Adopt a Block?

Budget for trash cans on Heritage and side streets

### **Organization (sustainability and governance of non-profit)**

Partner with Events to plan 40<sup>th</sup> Anniversary affair fundraiser in fall as an annual event

Create an endowment fundraiser for incentivized façade grants (\$10,000 awards)

### **Events (grow established events a little each year, put heads in beds)**

Annual July 4<sup>th</sup> Concert

Christmas (2 events, 6 months to plan)

### **Economic Development**

**PRIORITY:** Reestablish effective marketing of downtown

Neglected Buildings Ordinance (with City Planning) [in the pipeline]

Identify targeted properties in MSD (30+ properties)

Drone shots of roof conditions (by City drones)

Interior inspections with KFD

Signage at Hwy 70 (discussed with City)

Expand Christmas to greenspace at Hwy 70 (Discussed with City)

Social District





Flare Top Trash Receptacle with Door & Liner | Rain Bonnet Was Special Qty

CBTR-FTDRB-BK (1 to 2 Units) Black (River Finish) (190 lbs) \$971.00 \$883.00

CBTR-FTDRB-BKB (3 to 5 Units) Black (River Finish) (190 lbs) \$960.00 \$873.00

CBTR-FTDRB-BKC (6 to 9 Units) Black (River Finish) (190 lbs) \$949.00 \$863.00

CBTR-FTDRB-BKD (10+ Units) Black (River Finish) (190 lbs) \$938.00 \$853.00

Belson.com

**Heritage and Side Streets**



Theme Park Style, SECURE, \$767.00

SOCIAL DISTRICTS possibility for necessary signage





Touchscreen lectronic Kiosk for wayfinding and marketing/advertizing



Signage at 70/Queen. Colorful and arty, attention-grabbing







2022 ANNUAL REPORT

# The Economic Impact of *Main Street* in North Carolina

January-December 2022 Activity



**N.C. Department of Commerce, NC Main Street & Rural Planning Center**

The NC Main Street & Rural Planning Center works in regions, counties, cities, towns, downtown districts, and designated North Carolina Main Street communities to inspire placemaking through building asset-based economic development strategies that achieve measurable results such as investment, business growth, and jobs.



**North Carolina  
MAIN STREET**

Machelle Sanders, Secretary of Commerce | Kenny Flowers, Assistant Secretary for Rural Economic Development  
Elizabeth H. Parham, Director, NC Main Street & Rural Planning Center | Sherry Adams, Program Manager, NC Main Street Program





Main Street America™ is a program of the nonprofit National Main Street Center, a subsidiary of the National Trust for Historic Preservation. Coordinating agencies such as the N.C. Department of Commerce's NC Main Street & Rural Planning Center, locally designated communities in North Carolina, and more than 1,200 additional neighborhoods and communities across the country are working in collaboration with the National Main Street Center to build stronger communities through preservation-based economic development. There are 79 designated Main Street and Small Town Main Street communities in North Carolina, yet the principles of Main Street® are adopted and followed by hundreds of communities, of all sizes, throughout the state.



Small Business Saturday in Lenoir, NC

## The Programs

The NC Main Street & Rural Planning Center (the Center) manages the NC Main Street, Small Town Main Street, and Downtown Associate Community programs, the Rural Transformation Grant Fund – Downtown Revitalization category, and the NC Main to Main Trail Initiative. Through its Main Street Program, staff provides designated communities with strategic economic development planning and technical assistance for downtown revitalization, Main Street® program guidance, extensive training and education for staff and volunteers, and grants and funding information for downtown. The Main to Main Trail is a tourism-based destination development initiative that is supported in part by a grant from the U.S. Economic Development Administration.

## Training & Education

Attendance counts for the NC Main Street & Rural Planning Center's robust downtown revitalization training and education opportunities totaled 2,384 in 2022. The Center held Regional Meetings with downtown professionals in June and November, and a Main Street Directors' Meeting in Elizabeth City in August 2022. Main Street Basic Training courses were held in January, April, August, and October, and provided Main Street and Small Town Main Street program staff, board members, and volunteers with in-depth knowledge of the components of each of the four areas of Main Street's comprehensive program: *Economic Vitality, Design, Promotion, and Organization*. The Center provided site-specific training for designated Main Street, Small Town Main Street, and Downtown Associate Community programs that requested training for board and committee members on downtown revitalization topics.

### NC Main Street Conference

The 21<sup>st</sup> annual NC Main Street Conference, held in March 2022, used a virtual platform. The conference, *Healthy Communities Begin on Main Street*, attracted 600 attendees and is the largest statewide downtown revitalization conference in the United States. The 2022 *Annual Main Street Awards Ceremony* honored 10 Main Street and Small Town Main Street projects and the 2022 *Main Street Champions Recognition Ceremony* honored 33 individuals, organizations, and agencies that made significant contributions to their local Main Street programs.



### Leverage NC

In partnership with the NC League of Municipalities, the NC State Historic Preservation Office and the NC Downtown Development Association, the NC Main Street & Rural Planning Center offered 19 webinars through Leverage NC in 2022, which provided training for 1,231 individuals.



## Strategic Economic Development Planning & Technical Assistance

The NC Main Street Program team works with individual Main Street programs and their community leaders on strategic economic development planning, market analysis and property redevelopment initiatives, and, in partnership with the University of North Carolina at Greensboro, Department of Interior Architecture, provides façade improvement plans to property and business owners located in the downtown districts of designated NC Main Street and Small Town Main Street communities.

### On the Cover Clockwise

#### The Andy Griffith Plaza

Mount Airy, NC

#### The Loading Dock

Wake Forest, NC

#### Moonlight on Main

Belmont, NC

#### Wilkes Communications Pavilion

Wilkesboro, NC

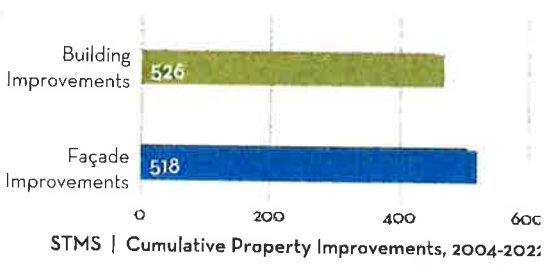
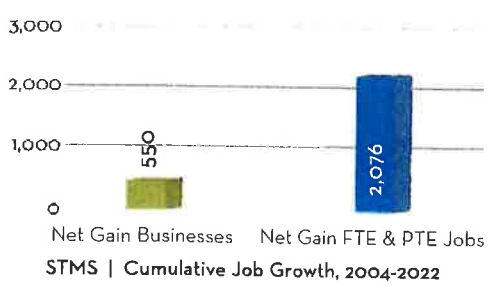
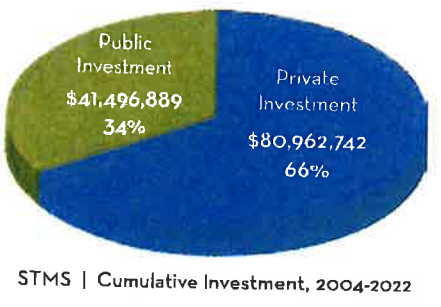
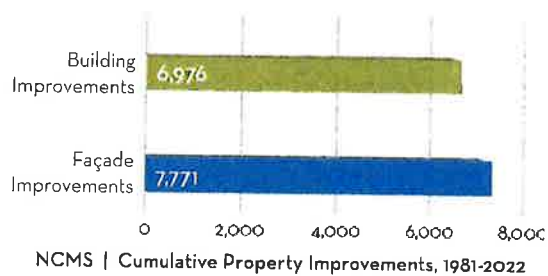
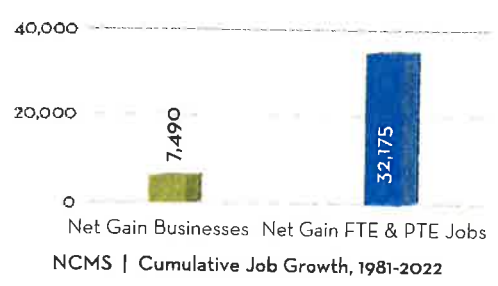
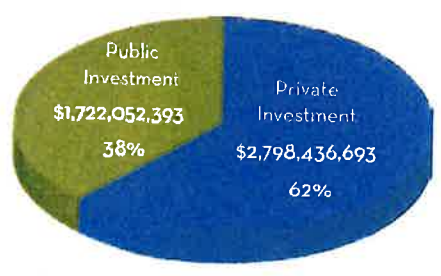
#### Leprechaun Chase Scavenger Hunt

Lenoir, NC

# 2022 Calendar Year | NC Main Street Program Services Delivered to 157 Communities



## Total NC Main Street and NC Small Town Main Street Statistical Data | FY 2021-2022



STMS numbers reflect communities that moved up to NC Main Street designation.



## Rural Transformation Grant Fund - Downtown Revitalization

In the spring of 2022, the N.C. Department of Commerce's Rural Economic Development Division launched the Rural Transformation Grant Fund (RTGF). One of four funding categories, Downtown Revitalization, received 36 applications in round 1, totaling more than \$28 million in requests, and 63 applications in round 2, totaling more than \$44 million in requests. Following a thorough review of both rounds, 36 projects totaling \$23,000,778 were awarded funding for publicly owned projects in downtown districts from Murphy to Elizabeth City. The fund was made available from the American Rescue Plan Act (ARPA) and is the largest single funding source that has been available to downtown districts since the inception of the Main Street North Carolina program in 1980.



Rural Transformation Grant Fund design proposal for building rehabilitation in Maysville, NC.

## NC Main Street & Rural Planning Center Team

The NC Main Street & Rural Planning Center team is comprised of Main Street and downtown revitalization specialists, rural and community economic development planners, and a Geographic Information System (GIS) analyst.

Elizabeth (Liz) Parham, CMSM  
*Director*

Sherry Adams, CMSM  
*Program Manager, Main Street Program*

Karen Smith, AICP  
*Program Manager, Rural Planning Program*

Ann Bass  
*ARC Community Development Planner - Western Region*

Kyle Case  
*ARC Community Development Planner - Northwest Region*

Mike Dougherty  
*Downtown Development Specialist*

Jeff Emory  
*Community Economic Development Planner - Southwest Region*

Charles Halsall  
*Main Street Program Specialist*

Grace Lawrence  
*Community Economic Development Planner - Sandhills Region*

Glen Locascio  
*GIS Analyst*

Bruce Naegelen  
*Community Economic Development Planner - North Central Region*

Lee Padrick  
*Chief Planner, Community Economic Development Planner - Northeast Region*

Naomi Riley  
*Coordinator, Downtown Services*

Amy Suggs  
*Community Economic Development Planner - Southeast Region*

For a complete list of NC Main Street and Small Town Main Street communities, visit [commerce.nc.gov/about-us/divisions-programs/rural-economic-development-division/nc-main-street-rural-planning-center/main-street-program](https://commerce.nc.gov/about-us/divisions-programs/rural-economic-development-division/nc-main-street-rural-planning-center/main-street-program)



## **2024 Executive Committee Meeting Schedule**

**Wednesday the week before the Full Board Meeting**

January 17, 2024	July 17, 2024
February 21, 2024	August 21, 2024
March 20, 2024	September 18, 2024
April 17, 2024	October 23, 2024
May 22, 2024	November 13, 2024
June 19, 2024 - <b>end of year</b>	December 11, 2024

## **2024 Full Board Meeting Schedule**

**Last Thursday of month with exception of Nov & Dec**

January 25, 2024	July 25, 2024
February 29, 2024	August 29, 2024
March 28, 2024	September 26, 2024
April 25, 2024	October 31, 2024
May 30, 2024	November 21, 2024
June 27, 2024 - <b>end of year</b>	December 19, 2024